

Request for Proposal

Date: December 8, 2017

Due: 1pm December 18, 2017

Open-Order HVAC Services

**Port of Chelan County
238 Olds Station Rd. Ste. A
Wenatchee, WA 98801**

Contract Term: January 1, 2018 through December 31, 2018

With option to renew for up to 2 years

The Port of Chelan County is seeking bids for open-order HVAC (heating, ventilation, air conditioning) services. The successful Contractor will provide all equipment, material and labor for HVAC maintenance and repairs on Port owned and managed properties; including Pangborn Memorial Airport. This contract does not include HVAC work in new construction. The Port of Chelan County does not guarantee a minimum value of this contract.

Specifications

Service & Repair Requirements

- Preventative maintenance and repairs may include but not limited to, pneumatic control systems, digital control systems, industrial chillers, commercial size boilers, and air handling units.
- Then successful contractor will be responsible for providing labor, supervision, materials, equipment, transportation, service, and the shop facilities necessary to perform high quality work.

Delivery of Services

- Contractors responding to this bid must be able to provide service twenty four hours a day seven days a week, three hundred sixty five days a year, including holidays for the duration of the agreement.
- Port of Chelan County expects the Contractor to give “priority” service to any call for HVAC repairs. Response times must be stated on the Bidder’s response form. Contractor must commit to Emergency Response times on the Bidder’s Proposal. HVAC failure in some Port facilities is a matter of public safety; therefore reliable Emergency Response capabilities are critical.

- Service will be performed in a variety of Port locations all unique requirements and regulations for each location shall be strictly followed by the Contractor and Contractor's employees.

Exceptions

- Non routine installations or repairs that will cost over \$2,000.00 must be approved by the Port before any service is performed. Payment will not be made under this contract for such services unless prior approval is obtained by the Port of Chelan County.

Specific Terms

- **Changes:** The pricing for the January 1, 2018 through December 31, 2018 year shall remain as bid for the entire year.
- **Renewals:** This contract is eligible for two one-year annual renewal periods. Any price increase for subsequent years must be submitted to the Port of Chelan County no later than sixty days prior to the renewal date and must reflect a rate not less than the current prevailing wage.
- **Licenses:** Contractor MUST be licensed by the State of Washington. All services are to be performed according to all Federal, State and County regulations and any changes there to for the durations of the contract.
- **Proof of Licensing:** Contractor shall submit proof of professional license, insurance and business license.

PREVAILING WAGE REQUIREMENT

As a public agency, the Port of Chelan County is subject to Prevailing Wage law of the State of Washington. Any bid you submit must reflect a rate not less than this amount. These bids may be reviewed for compliance during routine audits by the state examiner from the Washington State Auditor's office.

BILLING PROCESS

Payment for services rendered will be made upon invoices. Invoices received after the 5th day of each month will not be processed until the following month. 5% retainage shall be held by the Port for at least forty-five (45) days after completion of the Services invoiced and final payment and release of the retainage shall be conditioned upon compliance with applicable public works and prevailing wage laws.

REFERENCES, LICENSE, PROOF OF INSURANCE, AND DEADLINE

If you are interested in providing this service for the Port of Chelan County, the attached proposal must be signed and received at the Port office by **1pm December 18, 2017**.

Please accompany your completed proposal with a list of references, evidence of license in the State of Washington, and evidence of existing insurance. Thank you very much for your consideration of this

request and for any response you may wish to offer. You will be notified of the award of bid no later than Thursday, December 21, 2017.

The Port of Chelan County, in accordance with Title VI of the Civil Right Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued in pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered in pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

**Port of Chelan County
Open-Order HVAC Services
Bidders Proposal**

A.	Cost per hour for repairs/maintenance during normal business hours (7:00 AM to 6:00 PM)	\$
B.	Cost per hour for repairs/maintenance outside of normal business hours (including weekends and holidays).	\$
C.	Discount from manufacturer’s CURRENT published list price for materials & equipment. (Documentation of Contractor’s cost will be required, if applicable)	\$

E. State response time for service calls during normal working hours.

State response time for URGENT service call during regular hours.

State response time for URGENT service calls outside regular hours.

This bid is submitted in response to Port of Chelan County RFP for Open-Order HVAC Services by:
Company
Name: _____

Authorized Signature: _____

Print Name: _____

Date: _____